

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	<u>WEATHERFORD, MARK</u>
Expense Dates	<u>10/08/09-10/30/09</u>
Total Expense Amount	<u>164.25</u>
Amount Due Employee	<u>164.25</u>
Form ID	<u>TEA000537127</u>

I have reviewed the following documents.

Approved
by:

TERESA M TAKAI

Travel & Expense Account Summary

Employee Name MARK WEATHERFORD
Expense Dates 10/08/09-10/30/09
Report Name 401/October09/Mileage Parking Tolls

Request Total \$ 164.25
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 164.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Oct travel	164.25

NOTE: (d)=Direct Charge

DATE	Thu Oct 8	Thu Oct 15	Wed Oct 21	Wed Oct 21	Wed Oct 21	Fri Oct 23	Fri Oct 30			TOTAL
Mileage Personal Auto	2.75	102.03	5.45	5.72	10.89	24.70	12.71			164.25
TOTALS \$	2.75	102.03	5.45	5.72	10.89	24.70	12.71			164.25

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Oct travel	10/08/09	Mileage, Personal Auto	2.75	Cash
Regular Travel	Oct travel	10/15/09	Mileage, Personal Auto	102.03	Cash
Regular Travel	Oct travel	10/21/09	Mileage, Personal Auto	5.45	Cash
Regular Travel	Oct travel	10/21/09	Mileage, Personal Auto	5.72	Cash
Regular Travel	Oct travel	10/21/09	Mileage, Personal Auto	10.89	Cash
Regular Travel	Oct travel	10/23/09	Mileage, Personal Auto	24.70	Cash
Regular Travel	Oct travel	10/30/09	Mileage, Personal Auto	12.71	Cash